



RARITAN VALLEY COMMUNITY COLLEGE

OPEN PUBLIC RECORDS ACT REQUEST FORM

118 Lamington Road
Branchburg, NJ 08876
908-526-1200

Janet Thompson, Custodian of Public Records
jthomps@raritanval.edu

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

Form fields for Requestor Information: First Name, MI, Last Name, E-mail Address, Mailing Address, City, State, Zip, Telephone, FAX, Preferred Delivery (Pick Up, US Mail, On-Site, Inspect, Fax, E-mail), Signature, Date. Includes a certification statement regarding personal information.

Payment Information

Form fields for Payment Information: Maximum Authorization Cost, Select Payment Method (Cash, Check, Money Order), Fees (Letter size pages, Legal size pages, Other materials), Delivery (Delivery/postage fees), Extras (Special service charge).

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Large empty rectangular box for providing detailed record request information.

RVCC USE ONLY

RVCC USE ONLY

RVCC USE ONLY

Est. Document Cost _____ Est. Delivery Cost _____ Est. Extras Cost _____ Total Est. Cost _____ Deposit Amount _____ Estimated Balance _____  Deposit Date _____	<b>Disposition Notes</b> Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.  In Progress - Open _____ Denied - Closed _____ Filled - Closed _____ Partial - Closed _____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Tracking Information</th> <th style="text-align: right; border-bottom: 1px solid black;">Final Cost</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">Tracking # _____</td> <td style="border-bottom: 1px solid black;">Total _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Rec'd Date _____</td> <td style="border-bottom: 1px solid black;">Deposit _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Ready Date _____</td> <td style="border-bottom: 1px solid black;">Balance Due _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Total Pages _____</td> <td style="border-bottom: 1px solid black;">Balance Paid _____</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black;"><b>Records Provided</b></td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">Custodian Signature</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">Date</td> </tr> </tbody> </table>	Tracking Information	Final Cost	Tracking # _____	Total _____	Rec'd Date _____	Deposit _____	Ready Date _____	Balance Due _____	Total Pages _____	Balance Paid _____	<b>Records Provided</b>		Custodian Signature	Date
Tracking Information	Final Cost															
Tracking # _____	Total _____															
Rec'd Date _____	Deposit _____															
Ready Date _____	Balance Due _____															
Total Pages _____	Balance Paid _____															
<b>Records Provided</b>																
Custodian Signature	Date															

**DEPOSITS**

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of **Raritan Valley Community College**, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to **Raritan Valley Community College**.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25. A Raritan Valley Community College** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, **and** who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, **Raritan Valley Community College** must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If **Raritan Valley Community College** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.

11. If your request for access to a government record has been denied or unfiled within the seven (7) business days required by law, you have a right to challenge the decision by **Raritan Valley Community College** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.